



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATCS-XS

21 Jan 2009

MEMORANDUM FOR

Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC
Director, Army Capabilities Integration Center

SUBJECT: HQ TRADOC FY10 Holiday Observances and Organization
Day - Update

1. References:

a. AR 600-8-10, Leaves and Passes, 15 Feb 06.

b. Memorandum, TRADOC, ATCS-XS, 3 Mar 09, subject: HQ
TRADOC FY10 Holiday Observances and Organization Day.

2. This memorandum rescinds reference b in its entirety and
provides an updated training holiday schedule.

a. Public holiday observances:

12 October 2009	Columbus Day
11 November 2009	Veterans Day
26 November 2009	Thanksgiving Day
25 December 2009	Christmas Day
1 January 2010	New Year's Day
18 January 2010	Martin Luther King, Jr. Day
15 February 2010	Presidents' Day
31 May 2010	Memorial Day
5 July 2010	Independence Day
6 September 2010	Labor Day

b. Training holiday observances:

9 October 2009	(Friday before Columbus Day)
10 November 2009	(Tuesday before Veterans Day)
27 November 2009	(Friday after Thanksgiving Day)
24 December 2009	(Thursday before Christmas Day)
31 December 2009	(Thursday before New Year's Day)
15 January 2010	(Friday before Martin Luther King, Jr. Day)
12 February 2010	(Friday before Presidents' Day)
28 May 2010	(Friday before Memorial Day)
2 July 2010	(Friday before Independence Day)
3 September 2010	(Friday before Labor Day)

ATCS-XS

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Day - Update

3. Dependent upon mission and operational requirements, treat the days in subparagraph 3b above as training holidays for military personnel. Civilian personnel may, at their request, use annual leave, compensatory time off, or leave without pay. Maximum use of leave is encouraged.


4. The HQ TRADOC holiday season is 20 Dec 09 - 1 Jan 10. Staff offices will remain operational (half or full day schedule based on supervisor's mission requirements) throughout the holiday period, except for the Christmas and New Year's days off and designated training holidays (24 Dec and 31 Dec). However, manning may be reduced depending on mission requirements. Each DCS/Staff Principal is responsible for managing staffing of their organization. Follow Army regulations and civilian labor practices in planning/executing holiday work schedules.

5. To ensure safe and enjoyable holiday periods, supervisors will conduct preholiday safety briefings.

6. HQ TRADOC Organization Day is Friday, 25 Jun 10. Organization Day is considered a duty day and personnel not participating must be at their normal place of duty or in approved leave status.

7. This policy applies to HQ TRADOC only. Subordinate commanders will establish their respective training holidays based on mission requirements and analysis.

8. HQ TRADOC point of contact is Mrs. Joyce Elmore,
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CF:
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U.S. Army Accessions Command
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ATCS-XS
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Day - Update

CF: (CONT)
U.S. Army Maneuver Support Center
Centers of Excellence
Headquarters, Fort Monroe
Joint Task Force Civil Support

Commandants, TRADOC Schools

Director
U.S. Army Aeronautical Services Agency
U.S. Army TRADOC Analysis Center
Installation Management Command, Northeast Region
Mission and Installation Contract Command, Contract
Support Element, Fort Monroe
Network Enterprise Technology Command Northeast

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